

Training

- 3

Workshops

The Challenge of Records Management

25X1A9a

Mr. [REDACTED]

Time: 1½ hours

1. Given as an introduction to the Records Management Program to develop proper atmosphere for the program and the workshop series; can be used for briefings and orientation or for general information about the Records Management program.
2. Lecture interspersed with slides.

Content:

Use of slides (35) to emphasize points in the lecture.

Defines records management and its varying aspects relating to paperwork activities. Explains the program and the need for promoting and maintaining an active program; covers all phases with specific examples of records management applications; the advantages and effects on agency operations; and attempts to motivate employees toward active participation in the Agency's program.

Purpose:

To develop an understanding of records management and to promote interest in effecting an active and continuing program for controlling paperwork activities in the Agency.

Improving Records Disposition

25X1A9a

- Mr. [REDACTED]

Time: 1 hour

1. Lecture
2. Slides
3. Movie on Records Disposition obtained from Navy Department

Content:

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Originally given by [REDACTED] at meeting of Area Records Officers to bring them up to date on records disposition activities. Covers generally records disposition as a tool of management, its objectives, and how each one can utilize and improve the program. Examines the total records disposition program and advises employees on areas where improvement were desired or could be made.

Purpose:

To bring personnel up to date on the records disposition program; to instruct new personnel on their responsibilities in relation to the program; and to point out areas where improvements were necessary.

Moving the Mail

25X1A9a

[REDACTED]
(to be re-developed)

Time - 3-4 hours

To be given in two phases.

- 1. Introduction**
- 2. Lecture**

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Content:

Use of slides, lecture and flannel board (also attempting to obtain a movie relating to the topic from Navy Department).

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Workshop previously given by [REDACTED] will be revamped by [REDACTED] and will cover various phases of expediting mail and courier service, mail room operations, use of related forms and equipment. Question period will follow lecture. Short quiz may be prepared.

Purpose:

To acquaint personnel with more efficient ways for expediting handling of mail; to familiarize individuals with mechanical devices for expediting mail; and to point up bottlenecks.

25X1A9a

Forms Improvement Workshop

Time - 5-6 hours

To be given in 2 sessions

1. Lecture
2. Practical Problem

Content:

Use of slides, training aids, handouts and flannel board.

Originally given by Bob Rice who went into discussion on forms management program in government and in CIA, and distributed handouts on forms improvement; also used GSA slides. Later Workshop given in conjunction with GSA personnel covered steps in improving and simplifying forms, discussed need for a forms improvement program in an organization, and imparted practical knowledge for improving forms.

Purpose:

To promote better understanding of Agency Forms program and procedures and to instruct employees in methods for forms improvement.

Correspondence Management Workshop

25X1A9a

(to be developed)

Time - 3 hours

May be given in two parts.

1. Discuss Government Correspondence Manual
2. Correspondence Practices in CIA

Contents:

Use of movie (if obtained from Navy Department) lecture, handouts and discussion.

May be directed to secretaries, stenographers and typists to convey a need for more efficiency, increased economy, and effectiveness of standard correspondence practices. Would like to present practical applications or exhibits for speeding up correspondence.

Purpose:

To stimulate interest in improving correspondence practices; to acquaint personnel with the correspondence manual.

Filing Workshop

Conducted by OTR and [REDACTED]
(material in R.D. Safe)

25X1A9a

Time - 6 hours

Divided into morning and afternoon sessions

- 1. Reviewing and explaining subject-numeric system and methods for classifying and filing records.**
- 2. Instructions for installing new file systems and explanation of various filing equipment and supplies**

Contents:

Use of slides, lecture, handouts, training aids, samples and kits.


In conjunction with OTR personnel introduce the subject numeric filing system, explain the filing handbook, point out methods for installing a system, and emphasize use of standard filing equipment and supplies. Conduct a filing clinic and problem solving session.

Purpose:

To introduce new employees to the Agency subject-numeric filing system, to review the system with current employees, and to offer new ideas in filing equipment and supplies.

Records Center Workshop

25X1A9a



Time - 3 hours

To be given in 3 parts

1. Accessioning
2. Reference
3. Disposition

Content:

Use of slides (59) and elaboration where necessary, written exercises for each phase, general quiz and critique.

Covers the Record Center operation, records retirement procedures, explains reference services and the authority for disposal of inactive records.

Purpose:

To acquaint personnel with Records Center operations and to instruct on correct procedures for retiring records and for requesting reference services.

Records Disposition Workshop

25X1A9a

Time - 4 hours

To be given in two parts

1. Evaluation of records
2. Implementation of records control schedules

Content:

Use of slides (6), lecture, flannel board and discussion period.


Discuss definition of records, instruct personnel on records inventorying, explain records schedules, and create an awareness among employees as to their responsibility for implementing the records control schedules, and the need for maintaining an active records disposition program.

Purpose:

To instruct employees in evaluating their records and to explain how they can improve records control schedules.

Vital Records Workshop

25X1A9a



Time - 3 hours

To be given in two parts

1. General Coverage of V. R. Program
2. Specific - relating to the Agency.

Contents:

Use of slides, flannel board, motion picture entitled "The Day Called X" (relocation of a city government), and lecture.

Will define Vital Records; why a program is necessary; tell how the program works, describe what private industry and other government agencies are doing in this field.

After lecture there will be a discussion and question period and a short quiz.

Handouts will also be distributed.

Purpose:

To familiarize more people with the need for a Vital Records Program and to stimulate interest among people presently engaged in the V. R. Program.

25X1A9a

Shelf Filing Workshop



Time - 3 hours

To be given in three parts:

1. Introduction - definition
2. How shelf filing is used
3. Agency experience

Contents:

Use of slides and lecture (lecture is also on tape). Also charts, slides and shelf equipment.

Workshop consists of lecture and work problems. Will define shelf filing systems and point out advantages and disadvantages of using the system.

Purpose:

To acquaint agency personnel with shelf filing systems and to provide basic information on preparation and planning for shelf filing systems.

GENERAL INFORMATION ON RECORDS MANAGEMENT TRAINING

I. AGENCY OFFICE OF TRAINING

BASIC

1. Administrative Procedures
2. Intelligence Orientation
3. Writing Workshop
4. Effective Speaking
5. Filing Workshop
6. Printing Services Seminar
7. Budget Procedures
8. Survey of Supervision

INTERMEDIATE

9. Supervision
10. Management
11. Writing Workshop
12. Conference Techniques
13. Development of Budget Estimates

ADVANCED

14. Writing Workshop
15. Instructional Techniques
16. Operations Support
17. Operations Familiarization
18. Logistics Support
19. Management
20. Supervision in Research

II. AGENCY RECORDS ADMINISTRATION

1. Records Management Briefing
2. Records Center Tour
3. On-the-Job Records Management Training
4. Visits to Other Agencies
5. Records Management Workshops and Seminars

III. EXTERNAL TRAINING

BASIC

1. G.S.A. Workshops -
Forms Correspondence - Records Disposition - Mail Operations
2. Department of Agriculture -
Plain Letters - Records Management

INTERMEDIATE

3. Records Management Institute - American University and the
National Archives (2 weeks)

4. Certificate in Records Administration - American University
(8 Semester Courses)
5. Orientation for Electronic Data Processing - Radio Corporation
of America
6. GSA Seminar on Records Management (1 week)

ADVANCED

7. Archives Administration - American University and the
National Archives (1 month)
8. Electronic Data Systems - Radio Corporation of America (1 week)
9. Graduate Study in Records Management - American University
(10 Semesters)

IV. PROFESSIONAL SOCIETIES AND CONFERENCES

1. Society of American Archivists
2. National Office Management Association
3. Society for the Advancement of Management
4. Society for Public Administration
5. Inter-agency Records Administration Conference
6. Inter-agency Management Analysts Conference

NOTE: Call Extension 2468 for further information or to make arrangements to attend.